4-1-1994


University of South Florida.
Equity funding formula to aid all SUS libraries

With USF Library Director Sam Fustukjian's funding plan, all of Florida's state universities can look forward to better libraries.

Fustukjian faced a familiar situation when the USU suffered three consecutive years of budget cuts. USF's five libraries lost a total of $457,000 and were struggling to provide adequate resources to faculty, staff, and students.

USF ranked near the bottom in comparison to library support for all major U.S. southeastern universities, despite efforts to avoid cuts. And if funding continued along its usual path, the future did not look bright. According to a modified "Washington formula," Florida's state university libraries were funded according to the size of their existing book collections.

"The premise was that the larger the collection, the more support they needed," said Fustukjian. He said this had an adverse effect on younger, fast-growing universities. The modification added money to research libraries with regional campuses.

"I think the formula would have been acceptable if all schools were growing at the same rate," said Fustukjian. "But we had to serve a growing student population with a static book collection."

Fustukjian wanted to create a formula that would ensure every state university library received the same amount of dollars per user population. The modification would upwardly adjust the allocation for all of its libraries.

"A rising tide lifts every ship," he said. The SUS requested $16.8 million more from the State Legislature for the 1994-95 library budget. At press time, the House had agreed to $13 million, while the Senate supported only $5.3 million. Gov. Lawton Chiles suggested $11.2 million, with the final amount still under negotiation.

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

With USF Library Director Sam Fustukjian's funding plan, all of Florida's state universities can look forward to better libraries.

Fustukjian faced a familiar situation when the USU suffered three consecutive years of budget cuts. USF's five libraries lost a total of $457,000 and were struggling to provide adequate resources to faculty, staff, and students.

USF ranked near the bottom in comparison to library support for all major U.S. southeastern universities, despite efforts to avoid cuts. And if funding continued along its usual path, the future did not look bright. According to a modified "Washington formula," Florida's state university libraries were funded according to the size of their existing book collections.

"The premise was that the larger the collection, the more support they needed," said Fustukjian. He said this had an adverse effect on younger, fast-growing universities. The modification added money to research libraries with regional campuses.

"I think the formula would have been acceptable if all schools were growing at the same rate," said Fustukjian. "But we had to serve a growing student population with a static book collection."

Fustukjian wanted to create a formula that would ensure every state university library received the same amount of dollars per user population. The modification would upwardly adjust the allocation for all of its libraries.

"A rising tide lifts every ship," he said. The SUS requested $16.8 million more from the State Legislature for the 1994-95 library budget. At press time, the House had agreed to $13 million, while the Senate supported only $5.3 million. Gov. Lawton Chiles suggested $11.2 million, with the final amount still under negotiation.

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark

The new formula approved by the SUS Land designed by Fustukjian, and his staff would distribute funding based on enrollment. Under the new formula, no state library would receive less than $1.2 million for its resources.

"This equity funding provides identical support for identical need," explained USF's director. Arrived with hand numbers to demonstrate need for "a sense of fair play," Fustukjian and Larry Miller, director of Florida International University, brought the new plan before the Board of Regents, Council of Academic Vice Presidents and SUS library diaries discerned that the regents had been trying "eagerly" to resolve the funding issue. The new board would take the Tampa campus library to its goal of $84 percent of the funds, without reducing the buying power of regional campus libraries.

The anticipated enhanced book budget will allow SUS libraries to purchase more academic journal subscriptions. But Fustukjian warned that USF can only purchase new subscriptions if continued funding is ensured by the Florida legislature. Fustukjian encouraged faculty to work through department library liaisons to send their needs to the library by April 15.

By Dean Clark
The four top candidates for dean of the College of Education after William Katzenmeyer changes titles on July 1 visited USF this week.

Steiner has been an associate dean at USF's College of Education for the past 14 years. Bowers said Steiner, a science educator, has worked with the Florida Association of Science Teachers and has procured grants for the promotion of science education.

Steiner served as interim dean when Katzenmeyer won an administrative position in 1990-1991. He has also worked closely with the Hillsborough County school board.

Bowers said the search committee plans to make recommendations to the board, which will make the decision in early April.

Departments with the most common goals include:

- **Mathematics and Science Department**
  - To increase the number of math and science teachers
  - To improve student performance in math and science

- **Education Department**
  - To increase the number of education majors
  - To improve student retention rates

- **College of Liberal Arts**
  - To increase the number of liberal arts majors
  - To improve student satisfaction with the liberal arts curriculum

- **College of Business**
  - To increase the number of business majors
  - To improve student satisfaction with the business curriculum

- **College of Human Studies**
  - To increase the number of human studies majors
  - To improve student satisfaction with the human studies curriculum

Research: The committee plans to interact with board of directors

"The last thing we want is an adversarial relationship with this board," Defant stressed. "Dr. Newkome has encouraged me to take action on this."

"We have an equal voice in the determination of the new dean," Bowers said. "The Faculty Senate is interested in the role of the new dean and the ways in which the Senate can support the new dean in developing a new vision for the university."
USF praised as NCAA tournament host

Duke and Marquette universities weren’t the only winners at the recent NCAA Southeast Subregional in St. Petersburg. The USF women’s basketball team’s Thunderbuck and USF won big. For the Bay area, the Dome and USF, March Madness will always be a generous one — worth an estimated $15 million in economic impact. Chamber-of-commerce weather, big crowds, marquees names and a host of details out of town’s plans to hyped about. And at the epicenter was USF. Literally. Every time the CBS cameras zoomed in for establishing interior shots — and the appearance of basketball icons Kentucky and Duke on the court — they also revealed a gigantic banner near the outside of the building that only helped to build the hype. It was officially the first time and unoffical and unfeathered all things including March Madness.

"This is one of the best run tournaments of them all," assessed Mike Craig, sports information director! "Not just because we’re going to have March Madness in the Tampa Bay area.

Donations continue to grow

USF’s Faculty/Staff Scholarship and Library Campaign reached 77 percent of its $120,550 goal last week. Faculty and staff had donated $76,613. Donations will continue to be collected through April.

The campaign provides funding for scholarships, which include need scholarships for students who take class. This is the first year that money contributed to the campaign may be designated to the library.

Since the donations to the library could bring about improvements to library books, Koren Jones and Jim Pattie, campaign co-chairs for the Residence Halls, are honoring staff members who donate with their name on a book. The library has a list of the books and staff members in the Residence Halls area.

In the past, Residence Hall representatives have posted paper daisies and dyed their hair green when the area reached its goal. This year, they’re inviting staff members to staff the residence halls.

Mary Ellen Porter, executive secretary in the Residence Halls, adds a branch for another $100 donated to the Faculty/Staff Scholarship Library Campaign. The program will be hosted by attorney R.J. Saltines, a member of the USF Latin Community Advisory Committee. Other members of the committee appearing on the program are Mario Quevedo, a former publisher; Anna Crespo, former educator; Maritza Rovers of the Governor’s Commission for Minority Economic Development; and Linda Whiteford, retired chair of the College of Arts and Sciences.

The program will be broadcast live from WUSF and studios and will be shown on Ch. 57 via a fiber optic link provided by Jones Interconnect. The program is also producing and directing the program.

The program will be hosted by attorney R.J. Saltines, a member of the USF Latin Community Advisory Committee. Other members of the committee appearing on the program are Mario Quevedo, a former publisher; Anna Crespo, former educator; Maritza Rovers of the Governor’s Commission for Minority Economic Development; and Linda Whiteford, retired chair of the College of Arts and Sciences.

The program will be broadcast live from WUSF and studios and will be shown on Ch. 57 via a fiber optic link provided by Jones Interconnect. The program is also producing and directing the program.

"As a result, you’ll hear a lot more about USF in other athletic circles, and there’s a spill-over effect to the university in general," Gerdes added.

Everywoman’s Center could help retain students

In April, the Status of Women Committee will submit two proposed budgets (President Betty Carson for increasing funding for the women’s center. One budget will be a best-case scenario approach to the maximum $10,000. The other budget is substantially less — a phase-in program of about $60,000 to $70,000, explained Laura Ochser, a member of the committee’s women’s center task force. Currently, the Everywoman’s Center re Kg. 171,737.50. The women’s center is staffed by student volunteers.

As the budget and staff proposal has proven, a higher budget is for a director, an assistant director, an administrative assistant, and 12 ODP, or on-campus students, Ellenburger said.

The smaller budget of $60,000, or so is the proposed amount of funds, for a director and assistant and six student employees, he added.

The center’s purpose would be to provide services to women of all ethnic groups and cultures and to facilitate the retention of women students, said faculty member at the meeting. At the meeting, Debra Ochser, a student at the meeting, said that the center’s purpose would be to provide services to women of all ethnic groups and cultures and to facilitate the retention of women students, said faculty member at the meeting.

Although the Everywoman’s Center was started in the mid-1970s as the USF Women’s Center, it didn’t focus on the needs of women until 1978. Since then, it has focused on issues of concern to women, such as social justice, women’s health, and reproductive rights.

Everywoman’s Center has focused on issues of concern to women, such as social justice, women’s health, and reproductive rights. It has also advocated for changes to the university’s policies and procedures that affect women, and has provided resources and support to women students.

"With USF as the host and the official bidder for this regional and the Final Four in 1999, one would not be here, and USF would not be coming," wrote McEwen.

But it came along with all the details and analysis that a major network and the NCAA can conceive of.

It was up to USF, in the words of Athletic Director Paul Griffin, to "take care of everything that happened inside the building." In addition, a number of USF boosters, many from the St. Petersburg area, volunteered as tourney host for visiting teams.

USF supplied the statistical crew, arranged for hotels and practice sites for participating teams and accommodated and credentialed the media. It was even USF’s task to get the officials to the games on time.

"I’d say the benefits to USF are unlimited," said John Gerdes, USF sports information director. "Because of the national exposure, we were close to being a household name this week we’ve ever been.

Our image is also enhanced by word-of-mouth advertising from our fans.

As a result, you’ll hear a lot more about USF in other athletic circles, and there’s a spill-over effect to the university in general," Gerdes added.

USF broadcasts in Spanish

Hispanic community about USF," Parrino said.

Timed video segments will be published during the hour with information about admissions, financial aid, student support services and the Phyllis M. Marshall Center. The show will be broadcast in English and Spanish, and will feature interviews with Latino faculty, staff, and students.

Volunteers are being sought to answer phones during the phone. For more information, call Parrino at ext. 34983.

Faculty input sought for Latin/Caribbean studies

Faculty with an interest in Caribbean and Latin American studies are invited to a faculty forum on April 11.

The Center for Caribbean and Latin American Studies is hosting this opportunity for faculty to add their voices to the shaping of the center's agenda. The forum will be held in the fourth-floor of the Phyllis M. Marshall Center. Refreshments will be served.

President Betty Carson and Interim Provost Michael Kovac will welcome the group. Joseph Garcia, chairman of the New York University and former director of the Center for Latin American and Caribbean Studies, will discuss the Center's activities at the port.

Breakout sessions will include:

- travel study/ exchange programs, Amy Sparks, Humanities and American Studies; and John Hodgson, associate provost
- international opportunities, C. Eugene Scroggs, associate director of the International Affairs Center and Harry Vanden, director of the Center for Caribbean and Latin American Studies
- stipends and internships for graduate students; Linda Whiteford, Anthropology, and Carlos Smith, chemical engineering
- university-wide programs on Latin and Caribbean understanding, Richard Pretto-Rodas, Languages, and Dr. Oscar Ballester of the H. Lee Moffitt Cancer Center
- research and training grants, held by Ed Neumann, retired museum educator, director of the Florida Mental Health Institute; and
- community linkages, held by Ed Matos of Sponsored Research and Donna Parrino, liaison to the Latin American community.

For more information, contact the Center at ext. 34357.
Faculty/Staff Notes

Elections, Appointments and Awards

Katurah Jenkins-Hall, FMHI, received a "Women of Distinction" award from the Suncoast Girl Scout Council on March 10 for her achievements in one of Girl Scouting's five Worlds of Interest, the World of People. She will be a mentor on May 17 for an event honoring senior Girl Scouts who have earned the Gold Award, scouting's highest honor.

Betty Kestler, Administration & Finance, USF St. Petersburg, was recently selected as "Woman of the Year" by the American Business Woman Association's Sand & Sea chapter.

Mark Luther, Marine Science, USF St. Petersburg, was elected secretary of the Ocean Sciences section of the American Geophysical Union, in February in Washington, D.C.

Phyllis Marshall, Marshall Center director, received a "Women of Distinction" award from the Suncoast Girl Scout Council on March 10 for her achievements in one of Girl Scouting's five Worlds of Interest, the World of People. She will be a mentor on May 17 for an event honoring senior Girl Scouts who have earned the Gold Award, scouting's highest honor.

Toni Milstead has been named program manager of ambulatory care services at the H. Lee Moffitt Cancer Center & Research Institute, Milstead, who has master's in business administration from the University of Missouri, will lead the administrative operations of the Head and Neck, Thoracic Oncology, Neuro-Oncology, Cutaneous Oncology and Pain Control programs at Moffitt.

J. Michael Peppers and Marie Hunnicutt, Internal Auditing, were recently named as Certified Internal Auditors by the Institute of Internal Auditors. Hunnicutt was recognized as one of 25 candidates, out of 2,500 from around the world who took the exam, receiving an honorable mention for her score on this exam.

Steve Ritch, Student Affairs, USF St. Petersburg, was chosen as a member of the 1994 class of Leadership St. Pete.

Jim Schuur, Library, USF St. Petersburg, was elected as president of the Pinellas County Historical Society, based at Heritage Park in Largo.

J. Michael Peppers and Marie Hunnicutt, Internal Auditing, were recently named as Certified Internal Auditors by the Institute of Internal Auditors. Hunnicutt was recognized as one of 25 candidates, out of 2,500 from around the world who took the exam, receiving an honorable mention for her score on this exam.

Scott W. Campbell, Chemical Engineering, and Christopher A. Schmidt will present "An Association Model for Mixtures Containing Any Number of Alkanes and Any Number of Alcohols" during the 12th Symposium on Thermophysical Properties in Boulder, CO on June 19-24.

Luis H. Garcia Rubio, Chemical Engineering, visited Optical Sensors Inc. in Bloomington, MN on Feb. 17-19 for a technology exchange and to set up a joint research program.

Thomas E. Johnson Jr., Business, presented "A Simulation Study of a Complex Airport Parking System" during the Decision Sciences Institute-Southwest convention on March 3 in Williamsburg, VA.


Mark Luther, Marine Science, USF St. Petersburg, presented "Near-Real Time Modelling of the Indian Ocean Circulation" during the American Geophysical Union/American Society for Limnology and Oceanography's annual meetings in San Diego in February.

Stephen Micklos, Childhood Education, USF St. Petersburg, presented "Developing Young Children's Classification and Logical Thinking Skills" during the National Council of Teachers of Math Southern Regional Conference in Richmond, VA, in February.

Numerical Heat Transfer.

Li-June Ming, Chemistry, and Lawrence Que of the University of Minnesota, published "Spectroscopic Studies of CO (II) - Reconstituted Ribulose-1,5-Bisphosphate Oxidoreductase from Escherichia Coli" in the March 2 issue of Inorganic Chemistry.


John Petria, FMHI, published "Enforcing the Fair Housing Amendments Act to Benefit People with Mental Disability" in the February issue of Hospital and Community Psychiatry.


Levison C. Reis, Modern Languages, will publish "Is Juan Valent’s Pepita Jimenez a Naturalistic Novel?" in the spring issue of The Forum of the International Foreign Language Honor Society (Phi Sigma Iota).

Gianna Russo, English, had poems, "Mi­ grants" and "Revenge of the Poetess," accepted for publication in the March issue of The Sun.

Eric Spaziani, Gertrude Hinsch, and Samuel Edwards, Biology, published "Changes in Prostaglandin E2 and F2a During Vitellogenesis in the Florida Cray­ fish Procambarus Ferrugineus" in a re­ cent issue of the Journal of Comparative Physi­ ology.


Publication

Gaulton Brulette, Modern Languages & Linguistics, published "Formes de la Nouvelle Quebece Contemporaine" in Francographe, New York City, in January.

Todd Doyle, English, published "The Buck Stops Here: Brenda in Goodbye, Columbus" in the January issue of Notes on Contemporary Literature. His article, "String Imagery in Howard's End," was accepted for publication in The Explicator.

Sophia Hossiott, Civil Engineering and Mechanics, published "Assessment of Structural Damage from Natural Frequency Measurements" in a recent issue of Computers & Structures.


John Petria, FMHI, published "Enforcing the Fair Housing Amendments Act to Benefit People with Mental Disability" in the February issue of Hospital and Community Psychiatry.


Levison C. Reis, Modern Languages, will publish "Is Juan Valent’s Pepita Jimenez a Naturalistic Novel?" in the spring issue of The Forum of the International Foreign Language Honor Society (Phi Sigma Iota).

Gianna Russo, English, had poems, "Mi­ grants" and "Revenge of the Poetess," accepted for publication in the March issue of The Sun.

Eric Spaziani, Gertrude Hinsch, and Samuel Edwards, Biology, published "Changes in Prostaglandin E2 and F2a During Vitellogenesis in the Florida Cray­ fish Procambarus Ferrugineus" in a re­ cent issue of the Journal of Comparative Physi­ ology.


Nancy White

Nancy White, Anthropology, and R. Estabrook, a USF anthropology alumnus, published "San't Cut off Shell Mound and the Late Archaic Effort's Point Complex in the Apalachicola Delta, Northwest Florida" in the spring issue of The Florida Anthropologist.

Veterans to be given preference

Applicants for USPs positions who claim veteran's preference are to be given preference at each stage of the recruitment process. When making the hiring decision, when an applicant is selected among equally qualified candidates and one is a veteran and the other is not, the applicant claiming veteran's preference will be given hiring preference. When a decision has been reached, please notify all applicants in the pool who claimed veteran's preference that a decision has been filed.

Questions about whether an applicant has a valid veteran's preference claim on file should be directed to Employment Services at ext. 4-3474.

Hiring records to send, keep, or file

When sending a hiring report to Employment Services for review, please send copies rather than the original documents (application, transcripts, reference checks, etc.). The original documentation for the selected candidate should be submitted with the appointment status forms to place that individual on the payroll and set his/her personnel file. All original documents should not be sent to Personnel. The necessary information should be recorded from the original documents.

Departments should maintain a separate file for each hiring action, and keep a permanent copy of such file for the University and should be maintained for a three-year period. At the end of that period a Notice of Intent to Destroy Scheduled Records form should be submitted to Purchasing for approval to destroy the records.

Open enrollment for sick leave pool

A USF Sick Leave Pool open enrollment will be held from May 1 through May 31. Current members do not have to rejoin. Membership applications will be sent through campus mail to all eligible employees the week of April 1. To join the USF Sick Pool Leave employees must be full-time USFS, A&P, or scullery employees and have at least a one continuous year of satisfactory State employment, and have a sick leave balance of at least 72 hours.

Eligible employees contribute eight hours of their sick leave. Employees will not be asked to donate again unless the number of sick leave pool participants is less than the three-year average number of persons per year. All sick leave pool participants are entitled to use their accrued sick leave according to the rules for absence due to illness or injury. The use of hours from the Sick Leave Pool will be used as it was intended to be used - to cover sick leave due to illness or injury; sick leave due to need for care of an ill member or a co-worker should a short-term serious illness occur preventing return to work.

For more information contact Ruby Walker at ext. 4-7516, or by campus mail at SVC 2172.

Sick leave pool changes

Over the years, the sick leave pool has been modified as needed to meet the eligibility obligations when they are diagnosed with a serious illness or when they are injured on the job. These changes are made to reduce the number of absences due to illness or injury. The use of hours from the Sick Leave Pool should be used as it was intended to be used - to cover sick leave due to illness or injury; sick leave due to need for care of an ill member or a co-worker should a short-term serious illness occur preventing return to work.

Daylight Savings Time reminder

Daylight savings time begins on Sunday, April 3, 1994. Employees working shifts when the change occurs will be paid for the actual number of hours regularly established for their shifts. Any employees that are on call during the period and lose 45 minutes of their time in order to be paid only the actual number of hours they are on call.

Attendance and Leave notes

A training session for new departmental employees will be scheduled for April 14, 9 a.m. to 4 p.m., in Personnel Services. Registrations may be called in to 3200-100.

The next Question and Answer session will be held April 25, from 10:30 a.m. to 11:30 a.m. in CPT 209. The topics for discussion will be "Administrative Leave Emergency Closing" and "Correcting Leave Documents."

Q. I am an attendance and leave coordinator for my department. My problem is leave information which has not been approved by the employees. We have employees who are constantly submitting their leave requests, sometimes submitting two or three timesheets at a time. Can the department withhold salary warrants if the employee has submitted and is waiting on timesheets? Who is the University's policy on this?

We do not have the legal authority to withhold an employee's salary warrant or does the University have a policy that specifies the timeframe by which timesheets must be submitted and approved by a supervisor. However, a dean/director or department head has the authority to seek appropriate action through necessary personnel and leave procedures that are within the responsibility of the supervisor. A determination of action will be made by representatives of the Florida Retirement System and Social Security Administration.

Please direct questions regarding this to Mary Alice Albritten, ext. 4-5489.

Q. How do I know which courses can be approved for the fee waiver program. Employees are listed under "course eligibility" on the reverse side of the Employee Fee Request Form. Forms are available from each departmental fee waiver approving authority and from the Division of Personnel Services.

A. Each semester a Schedule of Classes is published to provide course registration for State employees using the fee waiver. Since the fee waiver is to be used on a "space available" basis, employees must comply with specified registration dates in order for the fees to be waived.

Q. When registering, if I have been a Florida resident for 12 months or more, do I need to provide proof of residency when using the fee waiver?

A. Yes. Listed in the 1993-94 Undergraduate Catalog (page 17) and Graduate Catalog (page 33) is Florida residency for tuition purposes; for employees on state or employment or contract of copy of A&P/Faculty may also be used as proof of residency. Although fees are waived whether in-state or out-of-state, reflecting accuracy residency status is important for statistical reporting to the OCR. Out-of-state fees are approximately three times as much as in-state fees.

For further information regarding the Fee Waiver Program for Free University courses, contact Jolee Land or Pat Strom, SVC 2172, ext. 4-5489.

Welcome

USF extends a warm welcome to the following new employees and returning retirees.

Academic Affairs

David Brown, Telecommunication Services Specialist - USF Lakeland; David Costello, Research Associate - Marine Science Program, USFS; Petersburg, Reginald Franklin, Senior Security Guard - FMHE; Stuart Laurie, Professor - Marine Science Program, UF St. Petersburg; Valeria Myers, Clerk/Typist - Social Work, College of Arts and Sciences; Gale Philson, Computer Support Specialist- Adult and Vocational Education, College of Education;

Administrative Services

Scott Alexander, Clerk - Post Office, Physical Plant; Bernice Butler, Custodial Worker; Myron Buller, Custodial Worker; Susan Fogarty, Program Assistant - Parking Services; Charles Lerro, Senior Computer Programmer/Analyst - Parking Services;

Health Sciences Center

Sue Dunn Miller, Senior Secretary, Department of Pediatrics; Michael Mills, Maintenance Mechanic; Medical Center Utilities; Cindy Saunders, Medical Center Utilities; Thomas Smith, Associate Professor, Department of Surgery, College of Medi-